

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
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Sacramento, CA 94250-5878

Date: June 25, 2002

LEAVE ACCOUNTING LETTER # 02-009  
(Civil Service Only)

To: All Campuses in the California Leave Accounting System (CLAS)

From: RON HUTCHESON, Manager  
Customer Support Section

Re: ANNUAL LEAVE AND SICK LEAVE ACCRUALS

The State Controller's Office recently performed an audit of the California Leave Accounting System (CLAS) and identified employees who were erroneously accruing both Annual and Sick Leave benefits. Per Department of Personnel Administration Rule 599.752, Annual Leave credit is earned 'in lieu of Sick Leave and Vacation benefits'. Accordingly, corrections were made to affected records, and departments were contacted regarding any employees accruing both benefits.

The problem of employees accruing Sick Leave while on Annual Leave occurs when an employee is established on the CLAS and has balances for both Annual and Sick Leave, and the Annual Leave benefit is established on the CLAS prior to establishing the Sick Leave benefit. In order to prevent Sick Leave accruals, Sick Leave must be established first using the B66/B68 screen, followed by Annual Leave. Instructions for updating the B66/B68 screen may be found on pages 104-109 of the CLAS Manual, or pages 22-24 of the CLAS Workbook.

Please note the following tips when transferring employees between Annual Leave and Vacation/Sick Leave (or vice versa):

1. The system automatically transfers the Annual Leave or Vacation balance and enters end dates for all appropriate fields. Therefore, it is not necessary to modify or delete any of the End Leave Periods in B68 for the benefit(s) the employee is leaving. Doing so will prevent the transfer transactions from posting once the new benefit is established.
2. When processing a retroactive transfer, any retroactive posting/voiding of transactions should be done prior to

establishing the new benefit. Otherwise, the amount of the Transfer To/From transactions will be incorrect.

3. It is no longer necessary to delete the Annual Leave benefit when an employee is transferring from Annual Leave to Vacation/Sick Leave. Please see Leave Accounting Letter #01-008 for further information.
4. If an employee has 'N/A' in their Sick Leave Last Accrual Leave Period field (see B12 screen), this indicates Sick Leave accruals will post.
5. Please refer to pages 107-113 of the CLAS Workbook for complete step-by-step instructions for employees 'New to CLAS' or 'Previously or Continuing on CLAS'. These instructions have been revised to include information on adding both Annual and Sick Leave.

A CLAS system enhancement is being pursued to prevent Sick Leave Accruals from posting regardless of whether the benefit is established before or after Annual Leave. Once the modification is made, you will be notified. Until then, please follow the above instructions for this situation.

For the latest revision of the CLAS Manual or Workbook, please see our web site at <http://www.sco.ca.gov/ppsd/clas/index.htm>. If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

RH:jmh